

**SECRET**

October 22, 1962

MEMORANDUM TO: S - The Secretary  
U - Mr. Ball  
M - Mr. McGhee  
G - Mr. Johnson  
ARA - Mr. Martin  
EUR - Mr. Tyler  
S/S - Mr. Brubeck  
S/S-O - Mr. Soyar

FROM: G/PM - Jeffrey C. Kitchen

SUBJECT: Department of State Duty Officers Assigned  
to the National Military Command Center, JCS

Two Department of State officers (one each from ARA and EUR) will be on duty on a 24-hour basis at the JCS National Military Command Center (NMCC) in the Pentagon. These officers will be responsible for providing to the State Operations Center all appropriate information which comes to their attention. If important information develops from the ARA area, one duty officer will telephone it to the Operations Center and the other duty officer will telephone it to Assistant Secretary Martin. A similar procedure will be followed in the case of receipt of important information concerning Europe, with simultaneous telephonic notification to the Operations Center and Assistant Secretary Tyler. This channel of communication will be supplemented by courier deliveries of printed material. Couriers are available in the Operations Center and at the Pentagon to assist in the exchange of information and material. The State Operations Center is responsible for providing full information and appropriate support to the State Duty Officers in the NMCC.

MR. JOHNSON: A G/PM DUTY OFFICER WILL BE AVAILABLE  
ON A 24-HOUR BASIS IN MR. FURNAS' OFFICE <sup>the roster</sup>  
ON THE FOLLOWING EXTENSIONS: 7741, 6033, or 5381.

**SECRET**

JCK

SECRET

-2-

The roster of State Duty Officers at the NMCC is attached. They may be reached on the following Pentagon (Code 11) extensions: 59625, 59626 and 59627. These extensions may be reached from private telephones by dialing 01 followed by the extension. They may also be reached through Washington Switch extensions 573, 574 and 575. Washington Switch extensions are located in the State Operations Center and in G/PM - Room 7317. Secure communications from the Department to the NMCC (KY-1 and KY-9) are located in the Secretary's Office and in the State Operations Center. The State Operations Center cannot connect callers with the NMCC.

Duty officers in the State Operations Center may be reached on extensions 3621, 2647, 4652 and 4709. The duty roster of these officers is also attached.

Attachments:

As stated.

G/PM: WERobinson: ew

SECRET

ROSTER

REGIONAL OPERATIONS CENTER DUTY OFFICER

October 22

8:00 p.m. - Midnight

Mr. Spear

October 23

Midnight - 8:00 a.m.

Mr. Rabida

8:00 a.m. - 6:00 p.m.

Mr. Furnas

6:00 p.m. - Midnight

Mr. Spear

**SECRET**

**DUTY ROSTER**

**October 22**

**ARA**

**EHR**

**6:00 p.m. to 12 midnight**

**Mr. Harvitch**

**Mr. Brandin**

**October 23**

**12 midnight to 8:00 a.m.**

**Mr. Crimmins**

**Mr. Stalder**

**8:00 a.m. to 4:00 p.m.**

**Mr. Thompson**

**Mr. Freshman**

**4:00 p.m. to 12 midnight**

**Mr. Harvitch**

**Mr. Brandin**

**SECRET**